

## Contact Relationship Management and Public Outreach Support (ACPD)



Project Title	Contact Relationship Management and Public Outreach Support (ACPD)
Project Summary	Assist the Advisory Commission on Public Diplomacy in developing and maintaining its Contact Relationship Management portfolio, including managing new contacts, updating information on existing contacts, and managing quarterly newsletters and other public communication efforts.
Country	United States

## Project Description

The U.S. Advisory Commission on Public Diplomacy (ACPD) is seeking a public outreach and social media intern with skills in Contact Relationship Management (CRM), newsletter or blog publications, and Twitter and Facebook profile management. ACPD is a bipartisan, independent commission located at the State Department with a Congressional mandate to report on public diplomacy and international broadcasting spending and programs. We have contacts in a range of government institutions, Congress, the State Department, Voice of America, Broadcasting Board of Governors, think tanks, academia and international press. We produce publications and events large and small on issues of importance to public diplomacy and the State Department. We want to reach our audiences via social media, and enhance our contact relationship posture. Join our team as a Public Outreach and Social Media Specialist, and help us influence changemakers to best support U.S. foreign policy.

## Required Skills or Interests

### Skill(s)

Cultural diplomacy

Editing and proofreading

Social media management

Writing

## **Additional Information**

Required Skills:

- Salesforce
- Public outreach and profile management on Facebook and Twitter
- Introductory understanding of theories social media and public affairs
- Interest in foreign policy, public affairs, public diplomacy, cultural affairs, educational and professional exchanges, press and media engagement, international broadcasting

## **Language Requirements**

*None*